

Utah Attorney General's Office
Safe Havens: Supervised Visitation and Safe Exchange Program
Office of Violence Against Women

Application

APPLICATION TO IMPLEMENT A SUPERVISED VISITATION AND EXCHANGE CENTER FOR VICTIMS OF DOMESTIC VIOLENCE IN UTAH'S SECOND JUDICIAL DISTRICT.

PURPOSE OF REQUEST FOR APPLICATIONS

The purpose of this request for applications is to select a qualified nonprofit entity to provide services for establishing a supervised visitation and safe exchange center in Utah's Second Judicial District and operating that center pursuant to the Violence Against Women grant awarded to the Utah Attorney General's Office. It is anticipated that this request will result in a Memorandum of Understanding between the Attorney General's Office and a single applicant.

This request is designed to provide interested applicants with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Applicants are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

The Utah Attorney General's Office obtained a U.S. Department of Justice/Office on Violence Against Women Safe Havens Grant in 2002 to plan for implementing a supervised visitation and safe exchange center in the Salt Lake area (Salt Lake, Tooele and Summit counties) for victims of domestic violence, sexual assault, stalking and their children. These services are free to the victim and the visiting parent pays a fee based on a sliding scale, depending on gross monthly income.

This grant required a Utah Safe Havens Project Consulting Committee to investigate the needs of the community for a supervised visitation center. The committee collected policies and guidelines from existing visitation centers around the country, conducted site visits of four centers, identified potential sites for a center and compiled a task list for implementation. The mission of the Utah Safe Havens Project is to establish a center for children to have safe and conflict-free access to both parents.

In 2004, the Attorney General's Office obtained a subsequent two-year implementation grant for the continuation of the supervised visitation center project. The grant specifically requires a visitation and exchange center to be established and operated for

two years. All-R-Kids Supervised Visitation and Exchange Center was opened in Murray, Utah during October 2005. This is a pilot project that will be used as a model for additional centers throughout the state. More information about the current center can be found at www.southvalleysanctuary.com/programs_svs.htm

Applicants submitting proposals for this application are competing to be a partner on a second continuation grant, which the Attorney General's Office recently applied for. This grant specifically requires a visitation center to be opened in the Second Judicial District (Morgan, Davis and Weber counties) by March 2007. If awarded, this grant period will begin October 2006.

ELIGIBILITY

The following factors are minimum eligibility requirements for any agency responding to the request for applications:

- A public or private nonprofit entity (must have filed for nonprofit status);
- Currently operate a program in Davis, Weber or Morgan counties providing services to individuals affected by domestic violence and their children;
- Expertise in domestic violence; and
- Expertise in dealing with children in crisis who have been impacted by domestic violence.

GRANT PERIOD

Should the second continuation grant referred to in this application be awarded, the period will be October 1, 2006 to September 30, 2008. Please be aware that the current grant could be extended six months, which may delay the next grant period start date.

SUBMITTING YOUR PROPOSAL

One original and six identical copies of your proposal must be received prior to the closing date and time specified on the cover page. Proposals received after this deadline will be late and ineligible for consideration. Mail to:

Utah Attorney General's Office
Attn: Tad Purser
160 East 300 South, Sixth Floor
Salt Lake City, Utah 84114

The following must be included as attachments to your proposal:

- Three Letters of Reference;
- Your current annual budget;
- Last two years audit reports;
- List of board members/directors; and
- Licenses you have for working with clients involved with domestic violence.

QUESTIONS

All questions must be submitted in writing to Tad Purser via email at tpurser@utah.gov or via fax at 801-538-0221. Questions are due by 5:00 p.m. on June 8, 2006.

DISCUSSIONS WITH APPLICANTS (ORAL DISCUSSION)

An oral presentation by an applicant may be required at the sole discretion of the Attorney General's Office and/or the Safe Havens Consulting Committee. However, the Attorney General's Office may award a contract based on the initial proposals received without discussion with the applicants. If oral presentations are required, they will be scheduled after the proposal due date. The oral presentation is only to allow clarification on portions of a proposal.

PROPRIETARY INFORMATION

The proposal of the successful applicant becomes public information. Proprietary information can be protected, such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. Applicants must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected with specific justifications. Proposals may be reviewed and evaluated by any person at the discretion of the Attorney General's Office.

BUDGET INFORMATION - [Link to Budget](#)

The successful applicant may be reimbursed by the State not more than \$269,586.95 over a two-year period for services provided in accordance with the terms and conditions outlined in the Safe Havens Grant and the Memorandum of Understanding. Money may not be moved from one category of the budget to another without written approval of the Attorney General's Office. All payments will be made by reimbursement only. Please note that a small portion of the In-State travel budget is shared with staff members at another non-profit organization for travel to grant-related meetings.

DETAIL AND SCOPE OF WORK

See the attached Safe Havens Grant for the details on the scope of work required by this project. The successful applicant must fully comply with all aspects of this grant. The agency will be required to file monthly reports and billings, quarterly reports, assist in writing the ongoing Safe Havens Grant, maintain all records supporting the project, be subjected to inspections and comply with periodic audits. The following is a summary of some of the key aspects of the grant:

- October 31, 2006 -- Hire a Center Director. Director must establish a sub-committee with local officials and agencies as part of the main Utah Safe Havens Project Consulting Committee. The Director will build relationships with the

court and other agencies to ensure client referrals. This person will also use the established standard policies and forms and propose any new policies to address local needs to the main Consulting Committee for approval.

- November 30, 2006 – Finalize site location with contract in place.
- February 28, 2007 – Purchase equipment, install the security system, hire staff and educate referring agencies about the referral process.
- February 28, 2007 – Staff training to be complete.
- March 2007 – Begin providing services. The center will be available for supervised visitation and exchanges a minimum of 40 hours per week, seven days a week.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Applicants must show how their agency will comply with all grant requirements including the time line. In addition, please provide the following information:

1. COMMITMENT TO PROJECT:

- a. Describe why you are interested in this program and how it will work with your current programs.
- b. How long has your agency existed?
- c. How long have you provided domestic violence services and what is the scope of your program?
- d. Describe what resources you would provide for this program that would enhance what is provided by the grant. (See attached budget).
- e. Describe the type of funding you receive for your agency. Provide the percentage of funds you receive from each of the following categories: government, corporations, foundations, individuals and fundraising events.
- f. Describe your ability to provide for the longevity of this program past the grant period.
- g. Has your license ever had any negative action taken against it? If so, please describe.
- h. Describe your training and experience in providing training to others. Have you ever provided training on domestic violence issues? If so, what type and to what organizations and agencies?

2. FAMILY VIOLENCE EXPERTISE:

- a. Describe your knowledge, training and experience with domestic violence issues, stalking, and sexual assault. Provide specific background information on any individuals you intend to use in staffing the supervised visitation center.
- b. Describe your knowledge of resources available for domestic violence victims.
- c. Describe the current programs you have for individuals affected by domestic violence.
- d. Describe the training you provide to your staff on how to work with domestic violence and the individuals affected by it.

- e. Describe your relationship with the Division of Child and Family Services and the Guardian Ad Litem Office.

3. EXPERTISE WITH CHILDREN:

- a. Describe your knowledge, training and experience with children and child abuse, child development and protection issues.
- b. Describe children's programs you currently operate.
- c. Describe the training you provide to your staff on how to work with children.

4. EXPERTISE WITH THE COURT SYSTEM:

- a. Describe your knowledge, training and experience with the court system.
- b. Describe your current involvement with the court systems and which courts you work with.
- c. Describe the training you provide for staff on how to work with the court system.

5. FACILITY:

- a. Bidder must secure a facility for the visitation center. Please identify two or three possible locations and explain how these facilities would comply with the requirements below.

1. MINIMUM MANDATORY REQUIREMENTS

- 1) Two monitoring rooms;
- 2) Two waiting areas separate and secure from each other with one being used as a waiting/exchange area;
- 3) Staff office;
- 4) Two separate entrances;
- 5) A parking lot;
- 6) Good outside lighting;
- 7) Public transportation available;
- 8) Restroom;
- 9) Handicap accessibility;
- 10) Minimum 1,000 square foot;
- 11) No more than \$1,500 a month for rent;
- 12) Ability to install security equipment (see budget);
- 13) Air conditioning;
- 14) Inside – homey, warm colors, cozy, not business like, kids areas painted for kids;
- 15) "Safe" area;
- 16) Locked entrances; and
- 17) Separate parking lots at each entrance that are out of line of site of each other, with good lighting.

2. PREFERRED FEATURES

- 1) Three monitoring rooms;
- 2) 2,000 square feet;

- 3) Kitchen so client can cook dinner or make cookies with child;
 - 4) Outside – homey, not business like, child friendly;
 - 5) Plenty of restrooms;
 - 6) Family activities in area;
 - 7) Playground area, preferred fenced;
 - 8) Windows in rooms, locked; and
 - 9) Centrally located.
- b. Describe how you will prepare the facility for use.

6. SECURITY:

- a. Safety of the victims, children and staff is a priority. Describe how you would ensure the safety of those who come to the visitation center.
 1. Grant will provide funding for security cameras at entrances and in visitation/waiting rooms, access control, a window security system in one room, a panic button alarm, and portable panic buttons for staff.
 2. Applicant must provide personal safety training for staff.
 3. Applicant must provide emergency preparedness training for staff.
 4. Applicant must provide CPR/First Aid training for staff.
- b. Describe your relationship with law enforcement and how you would establish a closer relationship with local law enforcement to ensure a quick response in case of emergency.

7. VISITATION AND EXCHANGE SERVICES:

- a. Grant funding is provided for: a full-time Center Director, two part-time visit monitors (one Spanish speaking), a full-time Assistant Director/Relief Monitor. If known, provide the names and expertise of any individuals who will fill these positions.
- b. Describe how you would implement this program to comply with the terms of the grant.
- c. Describe how you would evaluate the effectiveness of the project.
- d. Describe how you would work with the court system and other agencies on obtaining referrals.

8. FLEXIBILITY

- a. Successful bidder must be flexible and willing to experiment with different approaches to determine what will be best for the community.
 1. Describe how you would work with the Consulting Committee, local sub-committee and the Attorney General's Office on all implementation issues and running the center for maximum efficiency. **You must meet regularly with a local sub-committee and the main Consulting Committee.**

PROPOSAL RESPONSE FORMAT

All proposals must be organized and tabbed with labels for the following headings:

1. **Cover Page.** Include the following information:
 - a. Company name
 - b. Mailing Address
 - c. Non-profit Status
 - d. Contact person
 - e. Telephone, Fax (include area code)
2. **Executive Summary.** The executive summary can be a maximum of 2 pages and should briefly describe the applicant's proposal. This summary should highlight the major features of the proposal. Indicate any requirements that cannot be met. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information: (not to exceed 10 pages, excluding attachments)
 - a. A complete narrative of the assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - b. A specific point-by-point response, in the order listed, to each requirement in the RFP.
4. **Cost Proposal.** Submit a budget as detailed in the Safe Havens grant. Please note that all of the items in the budget are mandatory and costs may not exceed that listed in the grant. If any items or services are not budgeted for as required in the grant, your proposal may be disqualified.
5. **Attachments.** All required attachments and any additional items you believe would be helpful. Requirements:
 - Three Letters of Reference
 - Your current annual budget
 - Last two years audit reports
 - List of board members/directors
 - Licenses you have for working with clients involved with domestic violence

PROPOSAL EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal.

<u>Points</u>	<u>EVALUATION CRITERIA</u>
30	Commitment to project
20	Long term financial sustainability of the program
20	Qualification and expertise for this project, including specific staff identified to work on this project
20	Demonstrated ability to meet the scope of work
10	Cost (Budget)